COLLEGE OF ARTS & SCIENCES | ADMINISTRATIVE SUPPORT TEAM

College of Arts and Sciences - Administrative Support Home

New 60-Day Reimbursement Policy for UW Employees

As of July 6, 2026, UW has **changed how employees (including student employees) are reimbursed for travel and non-travel purchases**. If an expense reimbursement isn't submitted within 60 days, it will be treated as taxable income. For more info about the new policy, visit **AST's Reimbursements page** or the UW Travel Office's **Taxable Reimbursements page**.

Meet the Team

A staff directory of the Administrative Support Team (AST).

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- Director of AST
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- Accounting and Grants
- Help Desk
- HR and Payroll
- Payments and Procurement
- Processing & Reporting

Director of AST

Director, Administration and Change Management

She/Her

mav916@uw.edu

In-office M-W, Remote TH/F

Fun Facts:

- Started at UW: August 2011
- Favorite Thing About Working at UW: The people and the culture at UW have always been incredible during my experience.
- Favorite Place to Travel: I love beaches and water, so Maui has a strong grip on me.
- Signature Dish as an Award-Winning Chef: Something in the pastry or dessert realm like crème brûlée or croissants.
- Favorite Place on Campus: Drumheller Fountain and the rose garden nearby - it's always been a place I seek out when I need a refresh/reset from the day.

Mary Ann Valentine

Academic Services and College HR Administration

Director of College HR Administration

She/Her

ivym@uw.edu

206-221-8026

In office M-F

Fun Facts:

- Started at UW: October 2004
- Favorite Place on Campus: The medicinal garden as there is peace and quiet as well as a plethora of flowers during certain times of the year.
- Dream Job: I would love to be a public librarian... but that's my post-retirement job.
- Favorite Color: Teal
- Superpower: Research

Ivy Mason-Sharrah

Academic Specialist

She/Her

susanh82@uw.edu

206-616-0467

In office M/W/F, Remote T/Th

Fun Facts:

- Started at UW: October 2007
- Favorite Place on Campus: The quad- a nice spot to read on a sunny day!
- Favorite Color: Yellow and pink

Susan Miller

Foreign National Services

Foreign National Services Manager

He/Him

hamrickj@uw.edu

206-616-2153

In office M-F

Fun Facts:

- Started at UW: November 2015
- Favorite Place on Campus: The little wooded area between the Chemistry Building and Rainier Vista, it's a lovely little slice of urban forest.
- Dream Area of Expertise: Foreign Languages
- Wants to Win an Olympic Gold Medal in: Bobsleigh
- Favorite Color: Blue

Jack Hamrick
Academic and Visa Specialist

She/Her

mpl5@uw.edu

In office M/W/F, Remote T/Th

Fun Facts:

- Started at UW: November 2024
- Favorite Color: Blue
- Type of Bird: In-between night owl and early bird
- Favorite Thing About Working at UW: The wonderful people!
- Dream Job: A comedy writer or a baker

Maureen Lowery

Accounting and Grants

Shared Services Analyst - Accounting and Grants

edbrooks@uw.edu

206-616-3140

In office M/W/F, Remote T/Th

Fun Facts:

- Started at UW: June 2023
- Favorite Place on Campus: Still Exploring
- Dream Job: Truck driver: Big rig, long-haul (post-retirement)
- Favorite colors: All colors especially those related to Peacocks, Paisleys, and bling (facets & brilliance)
- Superpower: Super-sensitive empath (don't worry, I won't tell)

donna brooks

Shared Services Analyst - Accounting and Grants

She/Her

marianhe@uw.edu

206-616-0437

In office M/W/F, Remote T/Th

Fun Facts:

- Started at UW: December 2023
- Favorite Color: Purple
- Dream Area of Expertise: Programming
- Favorite Place on Campus: The Quad
- Dream Job: I would love to be a little children's stories illustrator and writer

Marian Hernandez Esquivel

Help Desk

Associate Director of Operations and Training

She/Her

amyecox@uw.edu

206-221-8761

In office M/W/F, Remote T/Th

Fun Facts:

- Started at UW: November 2021
- Favorite Color: Yellow
- Quality that Would Impress 5-year-old self: I've been skydiving and scuba diving!
- Dream Job: Pixar Storyboard Artist
- Superpower: Empathy

Amy Cox

Shared Services Analyst - Help Desk

He/Him

jeikren@uw.edu

206-685-2756

In office M/W/F, Remote T/Th

Fun Facts:

- Started at UW: October 2023
- Signature Dish as an Award-Winning Chef: Chicken Parmesan
- Wants to Win an Olympic Gold Medal in: Volleyball
- Superpower: Rambling
- Favorite Place to Travel: Phoenix, AZ

Josh Eikren

Shared Services Specialist - Help Desk and I-9 Specialist

They/Them

dahlmd@uw.edu

206-221-7668

In office M/W/F, Remote T/Th

Fun Facts:

- Started at UW: January 2019
- Dream Job: I'd want to work at a library, it's one of my comfort places (I used to work at one of the UW libraries too!)
- Type of Bird: Night Owl
- Signature Dish as an Award-Winning Chef: Crab rangoons, it's my go-to recipe for potlucks!

Dahlia Duong

Shared Services Specialist - Help Desk and I-9 Specialist

She/Her

lisara@uw.edu

206-221-8469

In office M/W/F, Remote T/Th

Fun Facts:

- Started at UW: December 2022
- Favorite Place on Campus: The red swing on the Hub Lawn. I love swings and being able to people watch here.
- Dream Job: Fisheries Technician
- Dream Area of Expertise: Traveling lavishly on a budget
- Type of Bird: In between, I love the look and energy of cities at night and the tranquility of early mornings.

Lisa Rachal

HR and Payroll

Associate Director - Personnel Services

He/Him

jballew@uw.edu

206-616-1737

In office M/W/F, Remote T/Th

Fun Facts:

- Started at UW: December 2013
- Favorite Place on Campus: The Quad
- Favorite Thing About Working at UW: All the great people
- Favorite Color: Purple
- Type of Bird: I would love to be a night owl, but my toddler gets me up too early

Jim Ballew

Manager of Program Operations - Payroll

He/Him

mdidom@uw.edu

206-221-4306

In office M/W/F, Remote T/Th

Fun Fact:

- Started at UW: November 2022

Michael DiDomizio
Shared Services Analyst - Payroll

She/Her

jddonner@uw.edu

206-221-9122

In office M/W/F, Remote T/Th

Fun Facts:

- Started at UW: April 2023
- Favorite Spot on Campus: Husky Stadium! The atmosphere is electric on game day.
- Dream Area of Expertise: Piano or Guitar
- Type of Bird: I'm something in between early bird and night owl, but definitely turn into pumpkin by 10:30pm most nights.
- Quality that Would Impress 5-year-old Self: Since I lived in land-locked Iowa when I was 5, that I live on a home that floats now

Jenny Donner
Shared Services Analyst - Payroll

denbyg@uw.edu

206-543-6401

In office M/W/F, Remote T/Th

Fun Fact:

- Started at UW: August 2021

Gabrielle Denby
Shared Services Analyst - Payroll

She/Her

alicequ@uw.edu

206-616-4417

In office M/W/F, Remote T/Th

Fun Facts:

- Started at UW: November 2022
- Favorite Thing About Working at UW: I love the campus and all of the beautiful trees
- Quality that Would Impress 5-year-old Self: I've traveled to 9 countries and 14 states
- Dream Job: Playing in an orchestra
- Favorite Color: Olive

Alice Quezada

Shared Services Specialist - Payroll

She/Her

vzg@uw.edu

206-221-7843

In office M/W/F, Remote T/Th

Fun Fact:

- Started at UW: September 2022

Veronica Zambrano

Shared Services Specialist - Payroll

She/Her

shofman@uw.edu

206-221-8034

In office M/W/F, Remote T/Th

Fun Facts:

- Started at UW: October 2021
- Favorite Place to Travel: Maui
- Signature Dish as an Award-Winning Chef: The perfect croissant
- Dream Job: Speech Pathologist for Seattle Children's Hospital
- Favorite Thing About Working at UW: The people, coworkers that become family away from home 😊

Sophia Hofman

Shared Services Specialist - Payroll

She/Her

ak299@uw.edu

206-221-8729

In office M/W/F, Remote T/Th

Fun Facts:

- Started at UW: March 2023
- Favorite Thing About Working at UW: The employee benefits and awesome coworkers
- Dream Job: Comedy Writer
- Quality that Would Impress 5-year-old self: I live on the opposite side of the country (I'm originally from Miami, FL)
- Type of Bird: I'm an Early Bird when I need to get stuff done but I'm a Night Owl when I'm working on something creative

Ashley Klein

Shared Services Specialist - Payroll

She/Her

kmattes3@uw.edu

206-221-7296

In office M/W/F, Remote T/Th

Fun Facts:

- Started at UW: October 2025
- Favorite Color: Periwinkle
- Dream Job: Run an Animal Rescue or Doggy Daycare in the UK!
- Dream Area of Expertise: Baking or patisserie
- Type of Bird: Whichever option comes with coffee!

Kylie Mattes
Shared Services Specialist - Payroll

She/Her

leijal@uw.edu

In office M/W/F, Remote T/Th

Fun Facts:

- Started at UW: December 2025
- Type of Bird: I love waking up early when the world is still quiet but the most importantly, I just need a solid 9 hours of sleep. :)
- Favorite Thing About Working at UW: So many things! The culture, the Whole U, the ability to contribute to the community, and the variety of opportunities and experiences!
- Dream Area of Expertise: Different languages or marine conservation.
- Wants to Win an Olympic Gold Medal in: Figure Skating - specifically Ice Dance!

Lisa Leija

Payments and Procurement

Associate Director of Financial Services

ballc2@uw.edu

206-685-4774

In office M/W/F, Remote T/Th

Fun Facts:

- Started at UW: December 2009
- Best Thing About Working at UW: Work-Life balance
- Dream Area of Expertise: Maker and curator of balsamic vinegars
- Favorite Place to Travel: Cap-d'Ail, France
- Wants to Win an Olympic Gold Medal in: Swimming

Cara Ball

Manager of Program Operations - Payments & Procurement

osaka@uw.edu

206-221-6823

In office M-F

Fun Facts:

- Started at UW: October 2021
- Favorite Thing About Working at UW: The Culture. Amazing things happen here, by amazing people-all coming together to share this experience with one another.
- Dream Job: In Aerospace. I have always wanted to be an astronaut.
- Quality that Would Impress 5-year-old Self: I can speak Japanese and am an illustrator.
- Favorite Place to Travel: Hokkaido, Japan

Jason Sutherland

Shared Services Analyst - Payments & Procurement

She/Her

keseidel@uw.edu

206-685-4885

In office M/W/F, Remote T/Th

Fun Facts:

- Started at UW: July 2019
- Favorite Place on Campus: The Quad or near the Fountain

Katie Seidel

Shared Services Analyst - Payments & Procurement

He/They

zuercw@uw.edu

206-221-7268

In office M/W/F, Remote T/Th

Fun Facts:

- Started at UW: December 2018
- Favorite Thing About Working at UW: The wide variety of interesting people to meet and learn from
- Dream Job: NASA in xenolinguistics (if only)
- Type of Bird: Early bird - I like to be up before the sun
- Signature Dish as an Award-Winning Chef: Baked mac-n-cheese or potato soup

Will Zuercher

Shared Services Analyst - Payments & Procurement

She/Her

mkndbar@uw.edu

206-616-5304

In office M/W/F, Remote T/Th

Fun Facts:

- Started at UW: November 2024
- Favorite Color: Moss green
- Superpower: Is something broken, wonky, stained, or worn out? I probably know how to fix it!
- Favorite Place to Travel: Road trips around the Olympic Peninsula
- Favorite Place on Campus: I love walking through the winding forested pathways all across campus. Anywhere I can watch birds and look at neat plants is my happy place.

MiKaela Barker

Shared Services Specialist - Payments & Procurement

awise89@uw.edu

206-685-6289

In office M-F

Fun Facts:

- Started at UW: February 2023
- Favorite Color: Blue
- Type of Bird: Previously Night Owl (used to work 12 pm - 10 pm), Currently Early Bird (those early work mornings)
- Favorite Place to Travel: Toronto, Canada
- Favorite Thing About Working at UW: The career growth and the people

Andrew Wise
Shared Services Specialist - Payments & Procurement

She/Her

yukaz@uw.edu

In office M/W/F, Remote T/Th

Fun Facts:

- Started at UW: March 2026
- Favorite Place to Travel: It's so hard to choose! Okinawa, Portugal, Hawaii, Thailand, and Zion.
- Signature Dish as an Award-Winning Chef: A wide range of Japanese food
- Favorite Thing About Working at UW: I love the campus and all the exciting things happening at the University.
- Favorite Place on Campus: The Quad and Husky Stadium!

Yuka Zaprzalka

For Further Support

Reach out and we will route your questions, comments, and/or ideas to the appropriate subject matter experts on our team and keep an eye out for monthly updates via AST's Newsletter.

Contact Us

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